

# ROOM REQUEST FORM

## MORSE COLLEGE FELLOWS' LOUNGE

1. Check with Mary or aides to make sure room is available.
2. Put form in Head of College's inbox, near her door in Mary's office.

DATE OF APPLICATION \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_

PURPOSE OF FUNCTION OR EVENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TIME: FROM \_\_\_\_\_ TO: (NO LATER THAN 8:45 P.M.) \_\_\_\_\_

NAME OF SPONSORING GROUP OR FUNCTION \_\_\_\_\_

MORSE STUDENT RESPONSIBLE FOR GROUP/EVENT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ E-MAIL \_\_\_\_\_

ESTIMATED NUMBER OF ATTENDEES \_\_\_\_\_

FOOD FROM DINING HALL YES \_\_\_ NO \_\_\_

IF YOU ARE HAVING A SPECIAL FUNCTION WITH FOOD, YOU MUST MAKE YOUR OWN ARRANGEMENTS WITH THE DINING HALL MANAGER.

APPROVED \_\_\_\_\_

HEAD OF COLLEGE PANTER-BRICK

APPROVED \_\_\_\_\_

DINING HALL MANAGER

CC: MORSE COLLEGE DINING HALL